## How to: Run the Class/Course Fee Annual Report

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| **Step** | **Action** |
| 1 | From your my.boisestate.edu menu, select “Reporting Services” |
| 2 | Select “Login to MyInsights”**NOTE**: To bypass the my.boisestate.edu, you may also navigate to: <https://biinside.boisestate.edu/reports>You will be required to login |
| 3 | Select Main Student Data Reports , Student Financials |
| 4 | Select Course Fee Annual Report Expenses |
| 5 | The only year now accessible is 2018, but you will select your Fund Department CostCenter (FDCCC) from the drop down. Then select “View Report” |
| 6 | Notice that there is more than one page to your report, and you may need to scroll through the report to see all pages. |
| 7 | You will also want to save the report to Excel to see it in it’s entirety: |
| 8 | The report has three sections: 1) Revenue/expense information for the FY; 2) the summary, discussion, and certification form you will need to complete; 3) the enrollment information. |
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| 12 | **End of Procedure.** |